

Security is Everyone's Responsibility

Stay awake and alert to potential risks!



Keep "anti-virus" software up-to-date

Back-up your computer data on disks or CD's regularly

Use firewalls to protect your computer

Use hard-to-guess passwords

Don't share access to your computer with strangers

Disconnect from the Internet when not in use

Regularly download security updates and "patches" for operating systems and other software

[Insert your Organization Name and Logo]

Report all cyber security incidents to:

[INSERT INFORMATION SECURITY OFFICER OR AGENCY CONTACT - INCLUDE CONTACT INFORMATION]